



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Agenda

### Library Board

---

Monday, January 25, 2021

5:00 PM

Remotely via Zoom

---

Pursuant to Section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of the City of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the **MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES** of the City of Manitowoc will be held on the date, time, and location listed above.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order
2. Requests to Amend
3. Public Comment

Members of the public are invited to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter related to the oversight of Manitowoc Public Library. The comments from each speaker shall be limited to five minutes in length unless extended by action of the Manitowoc Public Library Board of Trustees.

Those wishing to make public comment without attending the live meeting should call 920-686-3037 and leave a message, or email a message to [kstoeger@manitowoc.org](mailto:kstoeger@manitowoc.org) by 3:00 pm the day of the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85618593219?pwd=UjFtaDBrWTdsdjl3amlNcVVUZnFjUT09>

Meeting ID: 856 1859 3219

Passcode: 018773

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 856 1859 3219

Passcode: 018773

[21-0059](#)

**Attachments:**     [PUBLIC COMMENT 1 via email for 01-25-2021 mtg](#)  
[PUBLIC COMMENT 2 via email for 01-25-2021 mtg](#)  
[PUBLIC COMMENT 3 via email for 1-25-2021 mtg](#)  
[PUBLIC COMMENT 4 via email for 1-25-2021](#)

#### 4. Approval of Minutes

[21-0054](#)     - Regular Board Meeting - December 21, 2020  
                 - Ad Hoc COVID-19 Committee Meeting - January 13, 2021

**Attachments:**     [LEGISTAR MINUTES - Regular Board Meeting 12-21-2020](#)  
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 1-13-2021](#)

#### 5. Financial Reports

[21-0060](#)     - Budget Status (Fund 2810) - December 2020  
                 - Budget Status (Fund 2813) - December 2020  
                 - MPL Operating Budget with the City of Manitowoc for the month of  
                 December 2020 (FINAL)  
                 - MPL Operating Budget with the City of Manitowoc for the month of  
                 January 2021

**Attachments:**     [BUDGET STATUS - December 2020 \(Fund 2810\)](#)  
[BUDGET STATUS - December 2020 \(Fund 2813\)](#)  
[Monthly Check Register - December 2020 \(FINAL\)](#)  
[Monthly Check Register - January 2021](#)

[21-0080](#)     -Request for feedback on Reserve Fund Policy

**Attachments:**     [Reserve Fund Policy 8.2020](#)

#### 6. Correspondence

[21-0061](#)     a. Herald Times Reporter - weekly articles from Director/Staff (December  
                 2020)

**Attachments:**     [HTR Articles - December 2020](#)

[21-0062](#)     b. Thank you card from Head Start

**Attachments:**     [THANK YOU CARD from Head Start](#)

#### 7. Administrative Reports

- [21-0063](#) a. Manager Highlights - December 2020  
Monthly Statistics - December 2020

**Attachments:** [December Monthly Report - Maintenance](#)  
[December Monthly Report - Materials Management](#)  
[December Monthly Report - Youth Services](#)  
[December Monthly Report - Public Services](#)  
[Monthly Statistics - December 2020](#)  
[Facebook Engagement Stats - Dec 2020 Programs](#)  
[Facebook Engagement Stats - Dec 2020 Promotions](#)  
[2020 Annual Statistics - Adult Services](#)  
[2020 Annual Statistics - Youth Services](#)

- [21-0067](#) b. STAFF UPDATE - Winter Read-a-Thon (Julia)

**Attachments:** [Winter Read Staff Update](#)

## 8. Old Business

- [21-0064](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)  
- Review current MPL threat level status

**Attachments:** [Medium Threat Level status 01.2021](#)  
[COVID 19 Metrics MPL 01.2021](#)  
[COVID 19 METRICS UPDATE for 1-25-2021 Mtg](#)

## 9. New Business

- [21-0066](#) a. 2021 Library Legislative Day (discussion)

**Attachments:** [library legislative day 2021](#)

## 10. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the Library's ADA Manager Stacey Bialek at 920-686-3008 or email <mailto:sbialek@manitowoc.org> at least 48 hours in advance of the meeting.